

Fenwick Island Town Council
Minutes of the Special Meeting of October 4, 2011

Approved 10.25.2011

Call to order and flag salute by Mayor Serio at 1:00 PM

Council Members Present: Langan, Bunting, Smallwood, Weistling, Carmean, Serio, Tingle

Council Members Absent: None

Others Present: Interim Town Manager Tom Wontorek and CPA Charly Curcio

Mayor Serio changed the order of the agenda to accommodate Mr. Curcio's need to return to his office.

Item #4 Review of Town Manager Requirements and Hiring Policy Including Discussion of Financial Aspects and Item #5 Procedures Implemented in Interim for Accounting and Financial Activities

Mr. Curcio explained that the former Town Manager spent a great deal of time doing bookkeeping functions that previously had been done by a staff member. It seemed to consume a large portion of his time and caused him to lose control of the review process. The payroll process takes much of his time; a member of Mr. Curcio's staff spent three hours today on the payroll function alone. This function includes salaries, pensions, health insurance allocations, taxes and other required items. Mr. Curcio believes that the Town should have someone other than the Town Manager handle the payroll function as well as data entry for accounts. The financial function should be a separate function from the administrative function; it can be outsourced to a financial "consultant." Mr. Curcio believes that a separation of the oversight/review of accounts from the actual mechanical function of the accounts should be implemented. Oversight includes aspects of the cash management function (portfolio of CDs etc.), negotiation and policy implementation for investments.

Mr. Curcio recommended that the Council consider whether they want the new Town Manager to be the Finance Administrator as well; they should provide a clear definition of the finance functions and the time constraints involved; and stress the need to manage projects, grants and department activities.

In response to a question from Mayor Serio, Mr. Curcio advised that a member of his office staff, Pam Vaughn, worked with Town Administrative Assistant, Lynn Massey, on this week's payroll. No one has been named as the Town Functionary and so other bills are not yet processed. Currently, Admin Assistant Massey collects the Purchase Orders and collates them with the invoices before presenting to Interim Town Manager Wontorek for review. Mr. Wontorek is not creating any checks for payment and will only have authority to request electronic funds transfers to cover payroll expenses. Mr. Curcio advised that his office can process the payments if Council approves. A member of Town Hall staff can be assigned to generate monthly reports (budget and register); currently, no one in Town Hall is authorized to input to QuickBooks.

A discussion followed on outsourcing payroll functions, a schedule for paying bills, approval process for purchase orders, ability of staff to input to QuickBooks, and the advantages/disadvantages of electronic bill payment.

Mr. Curcio advised that his office is able to provide weekly service for the purpose of accounts payable functions and a bi-weekly payroll function until Council determines how it will handle these functions in the future. Mr. Curcio will review accounts for continuity.

Motion to allow Jefferson Uriah and Doan (JUDS) representative Mr. Charly Curcio to handle payroll and related items and to supervise Town Staff with the day-to-day bills, on a weekly basis – Council Member Bunting
Second – Council Member Carmean

DISCUSSION – Council Member Weistling asked the cost of the service; Mr. Curcio advised approximately \$100 per pay period.

Vote to accept – All in favor (7-0)

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Approval of Minutes August 9, 2011 Special Council Meeting

Motion to approve minutes – Council Member Carmean

Second – Council Member Langan

DISCUSSION – None

Vote to approve minutes of 8/9/11– All in Favor (7-0)

Hiring Procedure for New Town Manager

Mayor Serio advised that she has received more than 60 applications; many of the applicants are local. She will take them to an outside vendor to be reproduced, one copy of each application for each member of Council. The selection criteria will be the same as before with the exception of the distance requirement. Council will take 10 days to review the applications after the 10/15/11 deadline.

A discussion followed of what criteria might cause an application to be discarded. Those included a salary requirement in excess of that which the Town is willing to consider and the need for the new Town Manager to function as a financial administrator vs. the current arrangement to use JUDS services on a weekly basis.

Mayor Serio set the meeting for the Town Manager Search Committee for Tuesday, October 25, 2011 Meeting will begin at 9:30 AM and continue all day with a break for lunch. Members will review the applications and rank in their preferred order. All will be discussed and ranked. This will be a closed meeting.

Motion to adjourn to Executive Session for financial discussion regarding new Public Safety Building – Council Member Bunting

Second – Council Member Langan

Council adjourned the public session at 2:00 PM

Council returned to public session at 2:25 PM

Motion to proceed as discussed in Executive Session regarding financial plan for the Public Safety Building – Council Member Bunting

Second – Council Member Smallwood

DISCUSSION – None

Vote to proceed – all in favor (7-0)

Unfinished Business

None

Public Participation

None

Motion to adjourn - Council Member Weistling

Second - Council Member Smallwood

Meeting adjourned at 2:26 PM

Diane Tingle, Council Secretary

As transcribed by Agnes DiPietrantonio, Town Clerk